Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

RECEIVED
ADMINISTRATIVE SERVICE

Chief, Regulations Control Staff

23 September 1953

Chief, Records Services Division, OSO

T Proposed Notice [redacted]

1. The Office of Communications and the Logistics Office have concurred in the proposed Notice 45-250-2. However, the Office of Communications concurred with the stipulation that provision be made for them to requisition and use 1/5 cut guide cards until 1 January 1955.

2. To obtain the concurrence of some of the Offices it was necessary to make the following changes and additions in the proposed Notice:

a. Item "1c" should be changed as follows:

c. Folder, file, kraft, square cut, plain tab reinforced, 11 point:

(1)	Legal size	7510-005-4436
(2)	Letter size	7510-005-4437

b. An item "1e" should be added as follows:

e. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st and 3rd positions.

(1)	Legal size	7510-005-4920
(2)	Letter size	7510-005-4921

STAT

[redacted]

RSD/RLM:pj

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

FILED: Equip & Sup/Procurement
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

RESTRICTED
Security Information

STAT

NOTICE
NO. [ ]

LOGISTICS
April 1953

STANDARDIZATION OF FILING SUPPLIES

1. Standardization of the specifications on supply items of general Agency usage will effect substantial economies in procurement and stockkeeping. Such standards have now been established for the following filing supplies:

Item	Stock No.
a. Card, guide, file, pressboard, angular metal tab, 1/3 cut with lower projection:	
(1) 1st position, legal	7530-005-4440
(2) 2nd position, legal	7530-005-4441
(3) 3rd position, legal	7530-005-4442
(4) 1st position, letter	7530-005-4433
(5) 2nd position, letter	7530-005-4434
(6) 3rd position, letter	7530-005-4435
b. Insert, metal tab for 1/3 cut guide cards	7510-005-4443
c. Folder, file, kraft, square cut, plain tab, 11 point:	
(1) Legal size	7510-005-4436
(2) Letter size	7510-005-4437
d. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st position:	
(1) Legal size	7510-005-4438
(2) Letter size	7510-005-4439
e. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st and 3rd positions	
(1) Legal size	7510-005-4920
(2) Letter size	7510-005-4921

RESTRICTED

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

2. Offices should continue to requisition the file folders and guides they are currently using until present supply stocks are exhausted. At such time requisitions will be filled with the above standard items and requisitions thereafter should specify these items.

3. Nonstandard items may be requisitioned only where special use requirements exist. Requisitions for nonstandard items shall be accompanied by written justification concurred in by the Records Management and Distribution Branch, General Services Office. Present usage of a specific type of folder or guide is not of itself considered sufficient justification for deviation from the established specifications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION: A B

00104713

00000305

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

(A) 7 ITEMS

(1) 7530-005-~~0937~~ 4410 CARD GUIDE FILE PRESSBOARD
ANGULAR METAL TAB 1/3 CUT 1ST
POSITION BLANK LOWER
PROJECTION LEGAL

(2) 7530-256-~~8218~~ 4441 CARD GUIDE FILE PRESSBOARD
METAL TAB 1/3 CUT 2ND
POSITION BLANK LOWER
PROJECTION LEGAL

(3) 7530-256-~~8219~~ 4442 CARD GUIDE FILE PRESSBOARD
METAL TAB 1/3 CUT 3RD
POSITION BLANK LOWER
PROJECTION LEGAL

(4) 7530-005-4433 CARD GUIDE FILE PRESSBOARD
METAL TAB 1/3 CUT 1ST
POSITION BLANK LOWER
PROJECTION LETTER

(5) 7530-005-4434 CARD GUIDE FILE PRESSBOARD
METAL TAB 1/3 CUT 2ND
POSITION BLANK LOWER
PROJECTION LETTER

(6) 7530-005-4435 CARD GUIDE FILE PRESSBOARD
METAL TAB 1/3 CUT 3RD
POSITION BLANK LOWER
PROJECTION LETTER

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5

(A) 7 ITEMS

(7) 7510-005-~~1024~~ 4443 INSERT METAL TAB
FOR 1/3 CUT GUIDE CARDS

(B) 2 ITEMS

(1) 7510-005-4436 FOLDER FILE KRAFT LEGAL
SQUARE CUT PLAIN TAB
11 POINT

(2) 7510-005-4437 FOLDER FILE KRAFT LETTER
SQUARE CUT PLAIN TAB
11 POINT

(C) 2 items

(1) 7510-005-4438 FOLDER FILE KRAFT LEGAL
SQUARE CUT PLAIN TAB
REINFORCED 11 POINT WITH
FASTENERS 1st POSITION

(2) 9 7510-005-4439 FOLDER FILE KRAFT LETTER
SQUARE CUT PLAIN TAB
REINFORCED 11 POINT WITH
FASTENERS 1st POSITION

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900030030-5